

## U.S C&EA Leadership Team Meeting - Action Tracker

2 DEC 2019

<b>STANDING ATTENDEES</b>	Mary Streett, Seymour Khalilov, Tara Harrison, Joe Ellis, Bob Stout, Bob Miner, Bob Scher, JP Fielder, John Philippe, Brett Clanton
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No.	ACTION ITEMS - BIWEEKLY LEADERSHIP TEAM MEETING	RESPONSIBILITY	STATUS / DUE DATE
1	<b>Redacted - First Amendment</b>	JP/Miner	Open
2	Get list of consultants to Joe Ellis for PSCM due diligence	LT	Open
3	Provide LT with interview panels guidelines (D&I, grade, etc.) from HR	Tara	Open
4	Follow up on initial pulse survey highlights to get more data and insights	Tara	On track
5	Ensure we get on the radar of Bernard's office for transition, no specific action	Tara	On track
6	EDF letter/op-ed on net zero by 2050: ensure we understand and speak on behalf of the US impacts	Stout	On track
7	Finalize ELT Agenda	Seymour	On track
8	Get clear on BP statement/response to a call on net zero challenge	Stout / JP	1Q 2020
9	<b>Redacted - First Amendment</b>	Joe	Closed
10		Joe	Closed
11		Tara	Closed
12		Tara	Closed
12	Table seating at KAF dinner to make sure we're represented equitably with others (Shell)	Tara	Closed
13	<b>Redacted - First Amendment</b>	Joe / Stout	Closed
14	Agree timeline for filling open roles in C&EA	Tara	Closed
15	<b>Redacted - First Amendment</b>	Miner	Closed
16	Test All-Hands dates with the ELT	Seymour	Closed
17	Frame a direction for the ELT to develop agenda for the All Hands	Seymour / Tara	Closed
18	Share dates for major events (CERA, SXSW, WPC, etc.) for LT calendar – for awareness only – not an invite	Tara	Closed
19	Exec. visits – vetting; Renee to take over exec. visit tracking sheet [Parker]	Tara	Closed
20	Jason Ryan to be media support to CEO Climate Dialogue support to SWD on Nov 12th	JP	Closed
21	World Mental Health Day – add to All-Hands; comms via ELT and SLA/Comms team meeting	LT	Closed
22	E&C training requirement – send out a reminder at next all hands	Tara	Closed